



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE  |  | FOR RECORDS MANAGEMENT USE  |                               |
|---|--|---|-------------------------------|
| Application Date  | 1. Agency Address<br>Office of Planning and Budget;<br>Human Development Division<br>Room 613<br>270 Washington Street, SW<br>Atlanta, Georgia 30334 | Application Number<br><b>79-174</b>   |                               |
| Application Number  |  | Date Received<br>SEP 28 1979  | Date Completed<br>OCT 16 1979 |
| 2. Person to Contact<br>Mary Crawford   |  | Working Title<br>Principal Secretary  | Telephone Number<br>656-4395  |
| 3. Action Requested<br>a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.<br>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.<br>c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void   |  |   |                               |
| 4. Dates of Series<br>Earliest      Latest<br>1975      Present   |  | 5. Records Series Title (followed by title used in office; if different)<br><br>SPECIAL STUDIES AND REPORTS FILES |                               |
| 6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?<br><br>Headed by a Director, the Human Development Division performs all the functions relating to budget analysis and policy planning for those agencies of State Government responsible for administering State laws relating to social, health and other human services. These agencies are the Departments of Human Resources, Veterans Service, Labor, Medical Assistance, and the State Board of Workmen's Compensation. Also, from time-to-time, this Division may be requested to conduct special studies for the OPB Director or the Office of the Governor.  |  |   |                               |
| 7. Record Series Description      This file contains the following documents (include form numbers and titles, if any):<br>Attach samples of the file.<br><br>Documents relating to: requesting and conducting special studies for the Director of OPB, or the Office of the Governor, and reporting the results of the special study.<br><br>Included are: a copy of the final report; background data; working papers and analyses information; correspondence; also included may be directives, procedure manuals or instructions, work plans, publications, publicity materials, maps, public hearing information, bulletins, news article reprints, and other material directly related to the special study or report.<br><br>File is arranged: chronologically by year study conducted; thereunder alphabetically by title of study or report; thereunder, raw data may be arranged alphabetically or numerically. |  |   |                               |
| 8. Monthly Reference Rate      How often are records referred to which are:<br>One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?   |  |   |                               |
| 9. Annual Rate of Accumulation of Records<br>Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____  |  |   |                               |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column)   |
|-----|----|---|
| X   |    | a. Is this the official copy of the series?<br>If not, where is it?   |
|     | X  | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.  |
|     | X  | c. Is this a vital record?  |
| X   |    | d. Does this series have historical or long term research value?  |
|     | X  | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?        |
|     | X  | f. Is the information contained in this series ever published? If yes, attach copy.   |
| X   |    | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?<br>If yes, attach copy, report is included in the file |
|     | X  | h. Is there a duplication of this series in your office, or in another office or agency?<br>If yes, where?  |
|     | X  | i. Is this series (or a major portion of it) regularly microfilmed?   |
| X   |    | j. Does the record series result in a computer printout? sometimes-but used as working papers   |

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 2 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Cut off file upon completion of study and submission of final report; remove from the active file and place in the inactive file; cut off the inactive file at end of each calendar year, hold in current files area 2 years; then retire to State Archives.

NOTE-When transferring records to Archives be sure to note on the Transmittal Form (form AR 48-71) the following: (1) the Title of the study or report, (2) the purpose of the study or report, and (3) the type of documentation or information contained in the files.

These instructions apply to all prior and future accumulations of the series.

|  |         |  |          |
|--|---------|--|----------|
| Agency Head/Designee (Signature)   | Date    | Records Management Officer (Signature) | Date     |
| <i>J. W. Braselton</i><br>(initials)   | 9/28/79 | <i>J. W. Braselton</i><br>(initials)   | 9/28/79  |
| Recommendations in paragraph 12 are approved.<br>(If disapproved, attach letter of explanation.) |         | State Records Committee (Signature)    | Date     |
|  |         | State Auditor/Designee                 | 10-12-79 |
|  |         | Secretary of State/Designee            | 10-10-79 |
|  |         | Attorney General/Designee              | 10-12-79 |